

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF 11 PAGES
1. REQUEST NO. N00173-12-Q-0337	2. DATE ISSUED 9/6/12	3. REQUISITION/PURCHASE REQUEST NO. 35-8224-12	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY Supply Officer (Code 3410) NRL Washington DC 20375-5329			6. DELIVER BY (Date) 10/20/12	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY	
NAME Diltricia Montgomery		TELEPHONE NUMBER AREA CODE 202 NUMBER 767-0022		<input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)
8. TO:			9. DESTINATION	
a. NAME All Quoters		b. COMPANY		a. NAME OF CONSIGNEE Naval Research Laboratory
c. STREET ADDRESS			b. STREET ADDRESS 4555 Overlook Ave SW	
d. CITY			c. CITY Washington	
e. STATE		f. ZIP CODE		d. STATE DC
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date) 9/20/12		IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

11. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
See attached continuation sheet					
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS NUMBER PERCENTAGE

NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.			
13. NAME AND ADDRESS OF QUOTER		14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	
a. NAME OF QUOTER		16. SIGNER	
b. STREET ADDRESS			
c. COUNTY			
d. CITY	e. STATE	f. ZIP CODE	a. NAME (Type or print)
			b. TELEPHONE
			AREA CODE
			NUMBER

STANDARD FORM 36 JULY 1966 GENERAL SERVICES ADMINISTRATION FED. PROC. REG. (41 CFR) 1-16.101		CONTINUATION SHEET		REF. NO. OF DOC. BEING CONT'D N00173-12-Q-0337		PAGE OF 2 11	
NAME OF OFFEROR CONTRACTOR							
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ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT		
0001	<p>GENERAL: This is to address the request to clean HVAC ducts located in the north east quadrant of Bldg 207 Naval Research Laboratory, Washington, D.C.</p> <p>SCOPE OF WORK: Provide all labor, material, equipment and tools to clean the HVAC mixing boxes the associated downstream duct and ceiling diffusers. Mixing boxes are located on the 1st, 2nd and 3rd floors north east quadrant Bldg 207 Naval Research Laboratory, contractor shall be responsible for applying a coating to encapsulate the fiberglass insulation on the cold deck discharge within AHU's 35, #6 and #7 and #8 located on the 4th floor Bldg 207.</p> <p>SCHEDULE OF WORK: The contractor shall provide all necessary labor, equipment, parts and supplies to:</p> <p>A. Clean all mixing boxes and associated downstream ducts and ceiling diffusers on the 1st, 2nd and 3rd floors northeast quadrant, Bldg 207 Naval Research Laboratory. The mixing boxes are located in the hallway ceiling outside the room served. The contractor shall be responsible for establishing a work schedule allowing 7 days notice prior to performing work in a given laboratory or office. Schedule to be established via Contract Representative and affected lab personnel.</p> <p>B. The list of labs and offices with diffusers to be cleaned are as follows 145, 147, 149, conference room (4 boxes), 158, 159, 160, 161, 162, 163, 164, 165, and 166. 245, 247, 249, 251, 253, 255, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266 345, 347, 349, 351, 353, 355, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366</p> <p>C. The contractor shall be responsible for cleaning individual mixing boxes, associated duct and ceiling diffusers while maintaining full HVAC service to the remainder of the northeast quadrant of building 207. Contractor shall utilize temporary airflow zoning devices to accomplish cleaning. Zoning device must be of non-permeable materials and not allow migration of particulates from individual mixing boxes being serviced to the rest of the system.</p>	1	ea				

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	<p>D. The contractor shall connect a high volume HEPA filtered collection device with a nominal airflow of 3500 CFM prior to any cleaning activity. Industry recommended velocity of between 2500-3500 FPM to be established on the specific ductwork to capture particulate matter. Collection device to remain in operation until cleaning and re-assembling of the ductwork and mixing box is complete. Contractor shall utilize a digital manometer to monitor the pressure differential between the laboratories and the hallway. Any chemical use and/or storage in fume hoods in labs undergoing mixing box cleaning must be suspended, containers sealed and fume hood doors closed for the duration of the duct cleaning and room cleanup. Lab personnel are responsible for ensuring fume hoods are secured. Contractor shall not disturb/move lab equipment unless directed by Contract Representative. Contractor shall monitor the usage of these fume hoods prior to energizing the negative air equipment to prevent backflow to labs spaces. Monitoring of pressure differential also required where negative air equipment is located within labs and all diffusers associated are in the same lab.</p> <p>E. The contractor shall monitor Several rooms on each floor during the cleaning process utilizing a laser particle concentration meter, to ensure the particle load within the room drops the targeted amount. (three times lower than background)</p> <p>F. Contractor shall address each mixing box and associated ductwork on an individual basis. Most labs contain a similar size and amount of ductwork per mixing box. Visual inspection shall be conducted to determine the exact amount of the ductwork prior to cleaning.</p> <p>G. Contractor shall: remove, wash, dry and re-install all ceiling diffusers associated with individual mixing boxes being cleaned.</p> <p>H. Contractor shall utilize rotating brushes with silicon carbide brush heads to agitate all metallic ductwork associated with the individual mixing boxes. A process using a combined whipping and sweeping air tool is subsequently employed throughout the connect.</p> <p>I. Contractor shall clean any mixing boxes containing internal fiberglass using a heap filtered contact vacuum with soft bristled brushes. Cleaning must comply with the NADCA ACR2006 surface comparison analysis.</p>						

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	<p>J. Contractor shall be responsible for applying a coating to encapsulate and resurface the existing fiberglass insulation the cold deck discharge of air handling units: #5, #6, and #8 on the 4th floor of building 207. Individual air handling units must be placed out of service prior to the application of coating material. Contractor shall be allowed to have no more than one air handler unit out of service at any time. Contractor shall be responsible for providing MDDS information for coating materials used in this task.</p> <p>K. Contractor shall, upon completion of duct cleaning operation, furnish a detailed report on findings, and recommended future action to ensure clean building operation.</p> <p>FIRE PERMIT: The contractor shall not perform any type of welding, torch cutting and/or open flame work without first obtaining a fire permit. The contractor shall contact the base fire department and obtain a fire permit. The contractor shall comply with all fire department regulations and procedures regarding the issuance of fire permits. The fire department's telephone number is (202) 767-3333.</p> <p>START OF CONTRACT: Contractor shall notify the Contracting Officer in writing once all equipment, materials and tools are available and ready to be installed in accordance with this contract. The government and the contractor shall mutually agree upon a start date and the contractor shall be given a minimum of seven days notice to begin work.</p> <p>MATERIAL AND EQUIPMENT SUBMITTALS: Upon award of the contract, the contractor shall provide manufacturer's material and equipment specification bulletins and/or cut sheets pertaining to this contract work. The Contracting Officer's Technical Representative shall review the contractor's material and equipment specification data information for approval and/or disapproval.</p> <p>EXECUTION OF WORK: The contract work shall be accomplished during normal working hours; normal working hours are 0700 hours to 1600 hours, Monday through Friday. The duration of this contract shall not exceed sixty (60) day from the start of work.</p>						

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	<p>WORK:</p> <p>HOUSEKEEPING:</p> <p>During the contract period, the contractor shall be responsible for maintaining a continuous clean working environment in all areas where contract work is being accomplished on a daily basis. At the end of each working day, the contractor shall sweep down and clean the working area, collect and remove all debris from government property. NRL dumpsters may not be used.</p> <p>WASTE MANAGEMENT:</p> <p>The contractor shall be responsible for ensuring, to the maximum extent possible, that any waste generated from this contract is diverted from landfills and incinerators and either recycled and/or reused. Waste that can be considered for recycling or reuse includes metals, concrete, gypsum products, paper and cardboard, wood products, masonry, carpet, plastics, mechanical and electrical products and equipment. The contractor shall be permitted to retain any profit from the sale of recycled or reused waste. The contractor shall be required to submit to the contracting officer within 15 days of the end of the contract, all records of waste generated from the contract. This report should include: waste category; total amount of waste (in pounds or tons) amount and type of waste recycled or reused; name of recycling facilities used; amount and type of waste landfill and/or incinerated; name of landfill and/or incinerator used. The contractor shall use his own dumpsters for disposal of emptied and flattened cardboard products. The contractor shall comply with all applicable federal, state and local environmental laws and regulations.</p> <p>ENVIRONMENTAL MANAGEMENT SYSTEM INFORMATION:</p> <p>The contractor shall be aware that the Naval Research Laboratory has implemented an environmental system (EMS) as directed by Executive Order 13423 "strengthening federal environmental, energy and transportation management". EMS policy requires a reduction in hazardous waste disposal through alternate recycling and reclamation efforts. The contractor shall be aware that the work activities related to this contract can cause real or potential significant environmental impact thus; the contractor shall competently perform all duties and responsibilities with a commitment to EMS policy. Pollution prevention and right-to-know information shall be observed during the duration of this contract.</p>						

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	<p>UTILITY OUTAGE: The contractor shall be made aware that any type of utility (electrical, domestic water, natural gas, steam and condensate) outage that is required to accomplish any work pertaining to this contract, a minimum two week notice is standard policy at The Naval Research Laboratory, if the contractor requires a utility outage, he/she shall submit this request in writing to the Contracting Officer's Representative. Under no circumstances shall the contractor be allowed to secure any utility without approval from Code 3500, Research and Development Service Division.</p> <p>SAFETY: The contractor shall conform to federal, state and local safety laws, rules and regulations, to include complying with 29 CFR 1926, and EM 385-1-1, US Army Corps of Engineers safety and health requirements manual. The contractor shall provide a competent person as site safety and health officer and competent person(s) for hazards indentified in the activity hazard (AHA). Safety training requirements for the site safety and health officer and competent persons are provided in the EM 385-1-1. The contractor shall submit an accident prevention plan including AHA for government review and approval. The contractor shall submit site specific APP and AHA. For any additional information contact the Safety Office at (202) 767-2289.</p> <p>POINT OF CONTACT: For the execution of contract work, the point of contact shall be Marco Carreras, (202) 404-4463 and shall be the contact for all questions and scheduling of work as well as inspections of work and payments to the contractor. For further information, please contact William Robinson at (202) 404-4317 at building 57, second floor.</p> <p>See Attachement for Site Visit Information</p> <p>If available please include a published price list or a cost breakdown and return the RFQ package to the following fax number (202) 767-6678.</p> <p>Any questions concerning this Request for Quotation (RFQ) must be emailed to SolQnA@nrl.navy.mil at least five (5) days before the closing date shown in block 10 on page 1 of the RFQ.</p>						